



PORTLAND VA MEDICAL CENTER

Our mission is to honor America's veterans by providing exceptional health care that improves their health and well-being.



NOTICE OF VACANCY

POSITION TITLE: Program Analyst

ANNOUNCEMENT #: MP-11-0020-SJ

DIVISION: Mental Health

LOCATION: Portland Division

SERIES & SALARY RANGE: GS-0343-9, \$50,021 to \$65,023

OPEN DATE: 10/22/2010

CLOSE DATE: 11/12/2010

NUMBER OF VACANCIES: 1

POSITION INFORMATION: Permanent, Full-time, M-F, PD# 20273-0

WHO MAY APPLY:

- Portland VA Medical Center career or career conditional employees and permanent Title 38 and Title 38 Hybrid employees eligible under the interchange agreement. (See conditions of employment).

BARGAINING UNIT POSITION: YES

MAJOR DUTIES: The incumbent will work with the Mental Health Division developing best practice models for the management of division resources through data collection and analysis within such databases as VISTA, CPRS, Decision Support System (DSS), and other local, regional, and national databases. The primary focus is on working with local, regional, and national databases conducting appropriate queries to answer questions about trends in patient care and to collect and manage new data about current practices in this and other VAMC's. In addition, this position will assist with the development of provider education to improve health care delivery and encourage efficient use of resources. The incumbent will be responsible for the management of several projects, including Division-wide Q&P projects, management of all division-level trainings and staff retreats, and all activities related to division participation in the implementation of the Medical Home model.

QUALIFICATIONS:

- **Eligibility:** U.S. Office of Personnel Management [Qualification Standards](#) Handbook for GS-0343. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.
- **Basic Requirements:** Must be a U.S. citizen.
- **Specialized Experience:** At least one year of experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level (GS-7). Specialized experience includes, but is not limited to: include performance improvement, education, and divisional administration. Also, specialized includes utilization of software including Microsoft Access, Excel, SQL, and SPSS to gather specific data related to assigned projects. Also, specialized experience includes analyzing data and assisting other division staff with workload analysis to assist with allocation of Mental Health Division resources.
- **Substitution of Education for Experience:** Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B or J.D., if related. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. Applicant must submit copy of transcripts with application to receive credit for substitution.
- **Basis for Rating: Knowledge, Skills and Abilities**

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to the rating factors may result in your application receiving a less than desirable rating.

 1. Knowledge of a wide range of concepts, principles, and practices in the area of Mental Health Administration and its support of the organization's health science program.
 2. Ability to perform complex analytical studies and interpretation of results to coordinate the evaluation of medical/scientific programs and policies and to recommend improvements.

Please note: It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept in a US government envelope.



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3. Ability to communicate both orally and in writing, make presentations, explain recommendations, represent the division and assigned program areas, provide guidance and advise program administrators, respond to inquiries and prepare reports.
4. Skill in the development of new methods, approaches, or procedures in the coordination of research projects or clinical studies.

CONDITIONS OF EMPLOYMENT:

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Application forms may be obtained in Human Resources Management Service or on our Portland VAMC internet website, <http://www.visn20.med.va.gov/Portland/mc/hr>.

Portland VAMC Permanent Internal employees:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 11/19/2010)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due 11/19/2010)
4. Updated application; [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume.
5. [MPQ – Merit Promotion Questionnaire](#) is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF.

All application packets must be received in Human Resources by Close of Business (COB) on 11/12/2010.

- Applications may be emailed to: PortlandVAJobs@va.gov Subject: MP-11-0020-SJ
- Received by Fax to: 503.273.5029, ATTN: MP-11-0020-SJ
- Mailed to: PO BOX 1034, Portland, OR 97207 ATTN: MP-11-0020-SJ
- Brought in person to: Portland VA Medical Center at 3710 SW US Veterans Hospital Road, Portland, OR 97239, Human Resources Building 16, Room 300

Thank you for your interest in the Portland VA Medical Center, for more career opportunities please visit:
[Portland VA Human Resources](#) or [USAJobs](#).

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